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DECLASS REVIEW by NIMA/DOD

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HQ.  
11-2-60  
Note !!*

9 March 1960  
Ref: 3919; 918

STATOTHR

2430 "E" Street  
Washington 25, D. C.

STATOTHR

Confirming our telephone discussion of 8 March 1960, we are pleased to resubmit our proposal to furnish maintenance services to data processing equipment installed at your Washington, D. C., facility for the period commencing 1 April 1960 and expiring 31 March 1961. Our proposal to furnish maintenance services is based upon reassignment of a fully qualified Field Engineer to be available on a full time basis at your facility during normal working hours in order to furnish routine preventive maintenance, emergency service, operator training, etc., as necessary to ensure optimum equipment performance on a continuing basis.

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We are proposing to furnish a Field Engineer fully qualified in maintenance of all standard types of [redacted] equipment and who has received additional factory training in maintenance of the more complex items of equipment installed at your facility, namely, the Nadir Determining Device and the Electroplopper Model H systems. During the initial phases of the proposed maintenance program, additional training will be given to our Field Engineer in maintenance of equipment originally supplied by other manufacturers.

Additional back-up support will be furnished to the assigned Field Engineer by our Technical Liaison staff at Los Angeles who will compile a technical library of manufacturers' instruction manuals and develop a routine preventive maintenance procedure complete with check lists to assist our Field Engineer in performing maintenance services to your equipment in an efficient, professional manner.

The Field Engineer to be assigned will possess SECRET clearance and is among the list of Field Engineers previously submitted to you for clearance. To the best of our knowledge, this individual is eligible for the security clearance required by your using organization.

Our proposal is based upon furnishing the services of our Field Engineer during normal working hours. Although working hours for Field Engineers are normally from 0800 to 1700 hours, Monday through Friday inclusive, it is our

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understanding that in order to meet the requirements of your using personnel it may be necessary to revise normal working hours accordingly. In order to ensure the availability of our Field Engineer for service work outside normal working hours, (i.e. in excess of eight hours per day or forty hours per week), we have included an overtime service rate. It is also our understanding that overtime work will be performed only at the request of using personnel and will, in any case, be kept to the minimum.

With respect to the cost of furnishing Field Engineering services for maintenance of your equipment, we wish to note the following:

1. Test equipment and special tools will be furnished by the using facility; therefore, the cost of furnishing these materials has been reduced from our original estimate to include only those hand tools and standard portable test equipment required by our Field Engineer.
2. Since we understand that our Field Engineer will be responsible to the using personnel for maintenance scheduling, etc., a minimum of direct supervision will be required; accordingly, these costs have been substantially reduced from our original estimate.
3. Based upon a better understanding of your technical requirements which necessitated a revision of our original maintenance program and a careful review of the original estimated costs, we have revised the rates applicable to your facility. We are proposing to furnish a Field Engineer to be available on a full time basis at your facility at a cost of [REDACTED] per year, as shown in our Cost Proposal attached.

STATOTHR

We trust this will provide you with sufficient information to evaluate our proposal and enable us to be of service to you.

Sincerely,

STATOTHR

[REDACTED]

WEB:hb  
cc: [REDACTED]

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